



PATENT

Case Docket No. VMATRIX.002A  
Date: July 25, 2001

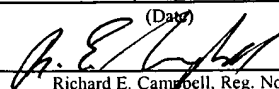
IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicant(s) : Cooper et al.  
App. No. : 09/782,707  
Filed : February 12, 2001  
For : WEB BASED HUMAN  
SERVICES  
CONFERENCING  
NETWORK

I hereby certify that this correspondence and all  
marked attachments are being deposited with the  
United States Postal Service as first class mail in  
an envelope addressed to: Assistant Commissioner  
for Patents, Washington, D.C. 20231, on

July 25, 2001

(Date)

  
Richard E. Campbell, Reg. No.

Group Art Unit : Unknown

TRANSMITTAL LETTER

ASSISTANT COMMISSIONER FOR PATENTS  
WASHINGTON, D.C. 20231

ATTENTION: BOX MISSING PARTS

Dear Sir:

In response to the Notice to File Missing Parts of Application Under 37 CFR 1.53(f),  
which was mailed by the Office on May 25, 2001, enclosed are:

- (X) An executed Declaration by Inventor(s).
- (X) A Notice to File Missing Parts.
- (X) Substitute specification in 69 pages which includes no new matter. No marked up  
version is included because no changes have been made except a change in the margins.
- (X) Substitute drawings in 5 pages.
- (X) Return prepaid postcard.

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(X) Fees as calculated below:

FILING FEE		\$ 710
FEE FOR EXTENSION OF TIME (LARGE ENTITY)	months	\$ 0
SURCHARGE 37 CFR 1.16(e)		\$ + 130
TOTAL OF ABOVE CALCULATIONS		\$ 840
REDUCTION BY 1/2 FOR FILING BY SMALL ENTITY.		
Note 37 CFR 1.9, 1.27, 1.28. If applicable, verified statement must be attached.		
		\$ - 420
TOTAL FEES SUBMITTED HEREWITH		\$ 420

- (X) A check in the amount of \$420 to cover the above fees is enclosed.
- (X) The Commissioner is hereby authorized to charge any additional fees which may be required, now or in the future, or credit any overpayment, to Account No. 11-1410.

  
Richard E. Campbell  
Registration No. 34,790  
Attorney of Record

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UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS  
UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
www.uspto.gov

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/782,707	02/12/2001	Robin Ross Cooper	VMATRIX.002A

CONFIRMATION NO. 1841

## FORMALITIES LETTER



\*OC000000006119444\*

20995

KNOBBE MARTENS OLSON & BEAR LLP  
620 NEWPORT CENTER DRIVE  
SIXTEENTH FLOOR  
NEWPORT BEACH, CA 92660

Date Mailed: 05/25/2001

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.  
*Applicant must submit \$ 355 to complete the basic filing fee and/or file a small entity statement claiming such status (37 CFR 1.27).*
- The oath or declaration is missing.  
*A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.*
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$65 for a small entity in compliance with 37 CFR 1.27, must be submitted with the missing items identified in this letter.
- The balance due by applicant is \$ 420.

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- A substitute specification in compliance with 37 CFR 1.52 because:
  - Papers contain improper margins. *Each sheet must have a left margin of at least 2.5 cm (1") and top, bottom and right margins of at least 2.0 cm (3/4")*
- Substitute drawings in compliance with 37 CFR 1.84 because:
  - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each

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355.00 OP  
65.00 OP

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sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. ( 5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

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*A copy of this notice MUST be returned with the reply.*

A handwritten signature, possibly "JN", written in dark ink.

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Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE